

State of Alaska FY2008 Governor's Operating Budget

**Department of Administration
Alaska Public Offices Commission
RDU/Component Budget Summary**

RDU/Component: Alaska Public Offices Commission*(There is only one component in this RDU. To reduce duplicate information, we did not print a separate RDU section.)***Contribution to Department's Mission**

To encourage the public's confidence in their elected and appointed officials.

Core Services

- Administer laws upholding the public's right to know the financial affairs of lobbyists and their employers, public officials, political groups, and candidates for state and municipal office.
- Publish disclosure information required by law in an easily accessible format so that Alaskans can make informed decisions.
- Interpret the disclosure laws and assist persons in complying, conduct training seminars, provide reporting forms and manuals of instruction for candidates, groups, lobbyists, and public officials.
- Examine and compare reports for possible violations of the disclosure laws, and enforce the laws through compelling the filing of required reports, civil penalty assessments and complaint investigation.
- Adopt regulations, issue formal opinions, recommend legislative changes, adjudicate requests to reduce civil penalties for noncompliance with reporting requirements, recommend removal of candidates from the ballot in accordance with law, and adjudicate complaints through approval of settlements, civil penalty assessments and public hearings.

End Results	Strategies to Achieve Results
A: Informed Voters <u>Target #1:</u> Campaign finance information published no later than five days before Election Day. <u>Measure #1:</u> Percentage of campaign disclosure reports published within five days of Election Day.	A1: Improve timely publishing of campaign disclosure reports. <u>Target #1:</u> 50% increase of electronic campaign disclosure reports filing for the 2006 state elections. <u>Measure #1:</u> Percentage increase of campaign disclosure statements submitted in electronic format.
End Results	Strategies to Achieve Results
B: Accountable election campaigns. <u>Target #1:</u> Reduce missing, late, and incomplete reports; reduce other violations of the campaign disclosure law. <u>Measure #1:</u> Percent of change in the number of reports submitted timely and complete.	B1: Improve timely auditing of reports. <u>Target #1:</u> Audit all campaign disclosure reports. <u>Measure #1:</u> Percent of campaign disclosure reports audited. B2: Timely resolution of adjudication complaints. <u>Target #1:</u> Complaints reach their final dispensation within 60 days; unless expedited. <u>Measure #1:</u> Percent of complaints adjudicated within 60 days.
End Results	Strategies to Achieve Results
C: Increased public awareness of how lobbying activities impact the political process. <u>Target #1:</u> 100% compliance with the lobbying registration	C1: Timely publishing of lobbying activity reports. <u>Target #1:</u> Publish lobbyist directory within ten days of the beginning of each legislative session.

and reporting requirements. <u>Measure #1:</u> Percent of registrations and reports in compliance.	<u>Measure #1:</u> Date on which first directory is published. <u>Target #2:</u> Audit all lobbyist and employer of lobbyist reports. <u>Measure #2:</u> Percent of reports audited.
End Results	Strategies to Achieve Results
D: Accountable elected and appointed public officials. <u>Target #1:</u> Audit all state financial disclosure reports. <u>Measure #1:</u> Percent of reports filed both timely and complete.	D1: Improve timely review of financial disclosure reports. <u>Target #1:</u> Reduce late or incomplete financial disclosure reports. <u>Measure #1:</u> Percent of public official and legislative financial disclosure reports filed on time and complete.

FY2008 Resources Allocated to Achieve Results

FY2008 Component Budget: \$956,200

Personnel:

Full time	9
Part time	1
Total	10

Performance Measure Detail

A: Result - Informed Voters

Target #1: Campaign finance information published no later than five days before Election Day.

Measure #1: Percentage of campaign disclosure reports published within five days of Election Day.

% of campaign disclosure reports published within five days of election.

Fiscal Year	semi-annual	semi-annual
FY 2005	32.5%	*87.5%
FY 2006	95.0%	*100.0%

FY 2005: Data shown is averaged for the semi-annual period.

FY 2006: Data is provided on a semi-annual basis.

*FY 2005: * Only Anchorage Municipal reports were included for this time period (30 day statewide pre-primary campaign disclosure reports are due in August 2005).*

*FY 2006: * Only Anchorage Municipal reports were included for this time period (30 day statewide pre-primary campaign disclosure reports are due in August 2006).*

Analysis of results and challenges: .

07/01/04-12/31/04: 32.5% average for quarter 1 & 2, the low percentage was due to lack of data-entry support and non-electronic filings which require manual processing.

01/01/05-06/30/05: 87.5% average for quarter 3 & 4, part time non-permanent clerical support assisted with data entry; only Anchorage Municipal reports were included for this time period.

07/01/05-12/31/05: 95% municipal filers only; 49% of candidates were exempt.

01/01/06-06/30/06: only Anchorage Municipal reports were included for this time period (30 day statewide pre-

primary campaign disclosure reports are due in August 2006).

A1: Strategy - Improve timely publishing of campaign disclosure reports.

Target #1: 50% increase of electronic campaign disclosure reports filing for the 2006 state elections.

Measure #1: Percentage increase of campaign disclosure statements submitted in electronic format.

% increase of campaign disclosure statements submitted in electronic format.

Fiscal Year	semi-annual	semi-annual
FY 2005	27.5%	14.5%
FY 2006	5.0%	33.0%

FY 2005: Data shown is averaged for the semi-annual period.

FY 2006: Data is provided on a semi-annual basis.

Analysis of results and challenges: .

07/01/04-12/31/04: 27.5% (average shown for quarters 1 & 2), increase in electronic filing.

01/01/05-06/30/05: 14.5% (average shown for quarters 3 & 4), decrease in electronic filing.

07/01/05-12/31/05: 10% increase in electronic filers – Municipal Candidates only (10/01/05-12/31/05: No campaign disclosure filing during this time period).

B: Result - Accountable election campaigns.

Target #1: Reduce missing, late, and incomplete reports; reduce other violations of the campaign disclosure law.

Measure #1: Percent of change in the number of reports submitted timely and complete.

Analysis of results and challenges: .

01/01/05-06/30/05: 8% increase in late or incomplete state election reports.

07/01/05-12/31/05: 15% decrease in late incomplete municipal campaign disclosure reports.

01/01/06-06/30/06: No Anchorage Municipal reports were late.

B1: Strategy - Improve timely auditing of reports.

Target #1: Audit all campaign disclosure reports.

Measure #1: Percent of campaign disclosure reports audited.

% of campaign disclosure reports audited.

Fiscal Year	semi-annual	semi-annual
FY 2005	5.25%	*92.5%
FY 2006	100.0%	*100.0%

FY 2005: Data shown is averaged for the semi-annual period.

FY 2005: * Only Anchorage Municipal reports were included for this time period.

FY 2006: Data is provided on a semi-annual basis.

FY 2006: * Only Anchorage Municipal reports were included for this time period.

Analysis of results and challenges: .

07/01/04-12/31/04: 5.25% of campaign disclosure reports were audited.

01/01/05-06/30/05: 92.5% of backlogged reports were audited by temporary clerical support.

07/01/05-12/31/05: 100% of 30 day municipal reports received a desk audit.

01/01/06-06/30/06: 100% of 30 day municipal reports received a desk audit.

B2: Strategy - Timely resolution of adjudication complaints.

Target #1: Complaints reach their final dispensation within 60 days; unless expedited.

Measure #1: Percent of complaints adjudicated within 60 days.

Analysis of results and challenges: .

07/01/04-12/31/04: 100%, five complaints received and adjudicated within 60 days.

01/01/05-06/30/05: 1 complaint was received and adjudicated within 60 days.

07/01/05-12/31/05: 3 complaints received; 1 pending.

01/01/06-06/30/06: 4 complaints received; 3 pending.

C: Result - Increased public awareness of how lobbying activities impact the political process.

Target #1: 100% compliance with the lobbying registration and reporting requirements.

Measure #1: Percent of registrations and reports in compliance.

% of registrations and reports in compliance.

Fiscal Year	semi-annual	semi-annual
FY 2005	98.0%	95.5%
FY 2006	93.5%	95.0%

FY 2005: Data shown is averaged for the semi-annual period.

FY 2006: Data is provided on a semi-annual basis.

Analysis of results and challenges: .

07/01/04-12/31/04: 98% of lobbyist and employer of lobbyist reports are compliant.

01/01/05-06/30/05: 95.5% of lobbying reports are compliant.

07/01/05-12/31/05: 93.5% of employer and lobbyist reports are complaint.

01/01/06-06/30/06: 95.0% of lobbyist registrations and employer and lobbyist reports are compliant.

C1: Strategy - Timely publishing of lobbying activity reports.

Target #1: Publish lobbyist directory within ten days of the beginning of each legislative session.

Measure #1: Date on which first directory is published.

Analysis of results and challenges: .

07/01/04-12/30/04: January 22, 2004.

01/01/05-12/31/05: January 21, 2005.

01/01/06-06/30/06: January 20, 2006.

Target #2: Audit all lobbyist and employer of lobbyist reports.

Measure #2: Percent of reports audited.

% of report audited.

Fiscal Year	semi-annual average	semi-annual average
FY 2005	100.0%	100.0%
FY 2006	100.0%	*

FY 2005: Data shown is averaged for the semi-annual period.

FY 2006: Data is provided on a semi-annual basis.

* Auditing and comparing lobbyist and employer reports will be conducted after the 4th quarter filings (January 31, 2007).

Analysis of results and challenges: .

07/01/04-12/31/04: 100% of reports.

01/01/05-06/30/05: 100% of lobbying statements audited.

07/01/05-12/31/05: 100% of lobbying statements audited

D: Result - Accountable elected and appointed public officials.

Target #1: Audit all state financial disclosure reports.

Measure #1: Percent of reports filed both timely and complete.

% of reports filed both timely and complete.

Fiscal Year	semi-annual	semi-annual
FY 2005	100.0%	100.0%
FY 2006	100.0%	100.0%

FY 2005: Data shown is averaged for the semi-annual period.

FY 2006: Data is provided on a semi-annual basis.

Analysis of results and challenges: .

07/01/04-12/31/04: 100% of 2004 state financial disclosure reports filed on time, 65% of the reports were complete.

01/01/05-06/30/05: 100% of state financial disclosure reports audited.

07/01/05-12/31/05: 100% of municipal candidate and state financial disclosure reports audited.

01/01/06-06/30/06: 100% of all state public official and legislative official financial disclosure reports audited.

D1: Strategy - Improve timely review of financial disclosure reports.

Target #1: Reduce late or incomplete financial disclosure reports.

Measure #1: Percent of public official and legislative financial disclosure reports filed on time and complete.

% of public official and legislative financial disclosure reports filed on time and complete.

Fiscal Year	% on time (semi-annual)	% complete (semi-annual)	% on time (semi-annual)	% complete (semi-annual)
FY 2005	97.5%	72.5%	96.0%	83.0%
FY 2006	99.0%	93.0%	98.5%	94.5%

Data provided on a semi-annual basis.

Analysis of results and challenges: .

07/01/04-12/31/04: 97.5% are filed timely and of those, 72.5% are complete.

01/01/05-06/30/05: 96% are timely; 83% are complete.

07/01/05-12/31/05: 99% are timely; 93% are complete.

01/01/06-06/30/06: 98.5% are timely; 94.5% are complete.

Key Component Challenges

- The most significant challenge APOC faces in FY 2007 and 2008 is the transition of the electronic filing/electronic library system from its current format (ELFS/Disclose) to the system under development EZ File/Public Document Depository. The new project will be ready to replace the current system in early FY 2008. We will need to conduct training sessions and public outreach projects to ensure a smooth transition. Only municipal elections will occur in FY 2007 – 29 municipalities in October and the Municipality of Anchorage in April, 2008.
- The commission will promulgate new regulations to conform the disclosure laws with both legislation passed in 2006 and the ballot initiative that passed on the 2006 Primary Election.
- Additionally, there has been a great deal of interest expressed by legislators and the new administration regarding changes to the disclosure laws making them clearer and, in some cases, more restrictive. This will likely result in a very busy legislative session.

Significant Changes in Results to be Delivered in FY2008

We anticipate significant changes to APOC's results in 2008 arising from the electronic filing system that will be implemented and functional for the 2008 state and municipal election cycles.

Major Component Accomplishments in 2006

- Six complaints were filed in 2006; all of them reached their final dispensation within the statutory time-frame.
- Conducted training seminars to assist the candidates and groups; met with interested organizations to provide information about APOC and its mission.
- Answered thousands of questions about the disclosure laws and issued three formal advisory opinions.
- Audited thousands of reports filed by candidates, political groups, legislators, public officials, lobbyists and their employers.

Statutory and Regulatory Authority

AS 15.13 Campaign Disclosure Law

2 AAC 50.250-405 Administrative Regulations for Campaign Disclosure

- Requires candidates and groups to make public all contribution and expenditure activity; all contributors must be listed by name, and address; contributors who give more than \$250 must be listed by further described by their occupation and employer. The law limits contributions, prescribes campaign periods, and prohibits certain activities.

AS 24.50 Regulation of Lobbying Law

2 AAC 50.505 - 545 Administrative Regulations for Lobbying

- Requires individuals who receive compensation for attempting to influence the actions of state legislative or executive officials to register and file reports disclosing their compensation and expenditures in connection with lobbying. Those who pay individuals to attempt to influence officials' action must also disclose all expenditures connected with lobbying activities. The law limits lobbyists' gifting activities, and prohibits lobbyist from participating in some state election campaign activities.

AS 24.60.200-260 Legislative Financial Disclosure Law

2 AAC 50.705-890 Administrative Regulations for Legislative Financial Disclosure Law

- Requires legislators and legislative directors to make public their sources of income and indebtedness, thereby assuring the public that their decision making is free from the influence of undisclosed influences.

AS 39.50 Public Official Financial Disclosure Law

2 ACC 50.010-200 Administrative Regulations for Public Official Financial Disclosure Law

- Requires state and municipal officials to make public their sources of income and indebtedness thereby assuring the public that their decision making is free from the influence of undisclosed influences.

2 AAC 50.905-920 Administrative Regulations Implementing Advisory Opinions

2 AAC 50.450-470 Administrative Regulation Implementing Complaints & Investigations

Article II, Sec 12 Alaska State Constitution-Lobbying

Contact Information
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Alaska Public Offices Commission Component Financial Summary

All dollars shown in thousands

	FY2006 Actuals	FY2007 Management Plan	FY2008 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	595.8	660.3	839.9
72000 Travel	11.8	10.9	12.9
73000 Services	83.2	225.0	92.9
74000 Commodities	10.6	8.7	9.0
75000 Capital Outlay	0.0	0.0	1.5
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	701.4	904.9	956.2
Funding Sources:			
1004 General Fund Receipts	656.5	860.0	911.2
1005 General Fund/Program Receipts	44.9	44.9	45.0
Funding Totals	701.4	904.9	956.2

Estimated Revenue Collections

Description	Master Revenue Account	FY2006 Actuals	FY2007 Management Plan	FY2008 Governor
Unrestricted Revenues				
Unrestricted Fund	68515	70.1	65.0	65.0
Unrestricted Total		70.1	65.0	65.0
Restricted Revenues				
General Fund Program Receipts	51060	44.9	44.9	45.0
Restricted Total		44.9	44.9	45.0
Total Estimated Revenues		115.0	109.9	110.0

**Summary of Component Budget Changes
From FY2007 Management Plan to FY2008 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2007 Management Plan	904.9	0.0	0.0	904.9
Adjustments which will continue current level of service:				
-Remove FY2007 One-Time Appropriation for Statewide Primary and General Elections Costs	-139.0	0.0	0.0	-139.0
-FY 08 Health Insurance Increases for Exempt Employees	1.6	0.0	0.0	1.6
Proposed budget increases:				
-FY 08 Internal Dept Cost Increase due to Retirement Systems Rate Increases	2.3	0.0	0.0	2.3
-FY 08 Retirement Systems Rate Increases	90.4	0.0	0.0	90.4
-Anchorage Investigator	96.0	0.0	0.0	96.0
FY2008 Governor	956.2	0.0	0.0	956.2

**Alaska Public Offices Commission
Personal Services Information**

Authorized Positions			Personal Services Costs	
	<u>FY2007</u> <u>Management</u> <u>Plan</u>	<u>FY2008</u> <u>Governor</u>		
Full-time	8	9	Annual Salaries	482,554
Part-time	1	1	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	370,189
			<i>Less 1.61% Vacancy Factor</i>	(13,743)
			Lump Sum Premium Pay	0
Totals	9	10	Total Personal Services	839,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Clerk II	0	0	1	0	1
Administrative Clerk III	2	0	0	0	2
Asst Dir APOC	1	0	0	0	1
Exec Dir APOC	1	0	0	0	1
Investigator III	1	0	0	0	1
Paralegal II	2	0	0	0	2
Project Coord	0	0	1	0	1
Secretary	1	0	0	0	1
Totals	8	0	2	0	10